Intermediate PowerPoint – Parts 1 & 2

# Part 1: Working with Text Boxes, Tables, and Multimedia

**Introduction: Please Read**

1. What are two objectives for this lesson?

**Working with Text Boxes: Please watch the video**

2. On what tab is the text box option located?

3. What can you do using the Format Shape Dialog box?

4. What would you select if you wanted text to appear on multiple lines inside a text box?

5. How do you delete a text box?

**Drawing and Formatting a Table: Please watch all THREE Videos**

6. What would you use a table for in PowerPoint?

7. What tab do you use to modify table formatting?

8. How do you change the alignment of the table text?

**Modifying a Picture: Please read all tabs.**

9. Why would you crop a picture?

10. What are two special effects you can add to a picture?

11. What tab and group are artistic effects located in?

12. Why would you compress a picture?

**Inserting and Formatting a Chart: Please watch all FOUR Videos**

13. On what tab are charts located?

14. What opens after you select the chart type?

15. What can you do on the Chart Tools Layout tab?

16. How do you format the chart background?

**Inserting and Formatting a SmartArt Diagram: Please Read**

17. Why would you add illustrations to your presentation?

18. What type of diagrams can you make using SmartArt?

19. On what tab and group are SmartArt graphics located?

**Working with Videos: Please select launch to watch the video.**

20. Where are two places you can insert a video from?

21. By default, how does a video play in PowerPoint?

Creating a Multimedia Rich Presentation: This is Intermediate Lab 1. Look in the black binder and complete the lab. Save as INTERLAB1.

Self Test: Please read and answer both questions.

# Part 2: Finalizing and Delivering a Presentation

**Introduction: Please Read**

**Modifying Color and Font Schemes: Please watch the Video**

22. How can you modify a theme?

**Filling Backgrounds: Please read all FIVE Tabs**

23. What tab and group are backgrounds located in?

24. What steps do you follow to apply a picture as a background?

**Setting Headers and Footers: Please read**

25. What information can be included on a header or footer in PowerPoint?

**Delivering a Presentation: Please watch the video**

26. Where is rehearse timing located?

Finalizing a Slide Show: This is Intermediate Lab 2. Look in the black binder and complete the lab. Save as INTERLAB2.

Self Test: Read and answer both questions.